

PAYROLL TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in compiling payroll data from time-sheets and other records, inputs in computer, verifies and reconciles errors on computer printouts to maintain payroll records; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Maintains and processes payroll records and reports for salary/wages due, accruals, deductions and other payroll functions; reviews, analyzes and checks payroll reports for accuracy and makes necessary adjustments/corrections; performs research to locate input errors; performs verification and reconciliation activities; maintains a variety of records pertinent to payroll processes or procedures.

Completes appropriate forms to adjust wage/salary account funds or to correct a special situation; researches, analyzes and resolves difficult or technical problems or questions; prepares routine adjustments involving extensive records searches to establish a correct payroll record; traces discrepancies that occur, compiles numerical and statistical information for report purposes; runs a variety of reports from computer records; makes and checks numerical and statistical calculations; processes specialized information, reports and forms into the payroll system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of payroll principles, practices, regulations and procedures.
Knowledge of general governmental accounting principles and practices.
Knowledge of public relations and customer service principles, practices and techniques.
Skill in preparing and maintaining accurate payroll records, reports, and files.
Skill in applying judgment in the release of confidential information.
Skill in understanding and following oral and written directions.
Skill in utilizing computer databases to research, maintain, and update payroll records and files.
Skill in establishing cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; supplemented by college courses in bookkeeping or accounting; and three (3) years of related payroll, bookkeeping and accounting or related experience.

PREFERRED QUALIFICATIONS:

- Customer services and records management training.
- Proficient in Microsoft Office software and other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.